

Worden/Ballantine Water & Sewer District
September 13, 2021 @ 7pm
Meeting Minutes

Opening/Roll Call: Board President, Dan Ewen called the meeting to order to 7:00pm, Board members attending: Dan Ewen, Judy Becker, Marc Larson, and Gary Fredericks; employees attending: Dan Krum and Sandy Kust; Yellowstone County News attending: Julie Delcamp; Public attending: Jay Delcamp and Bob Lile

Approval of August meeting minutes: Motion by Ms. Becker to approve the August meeting minutes as printed, 2nd by Mr. Larson, motion carried unanimously;

Delegations: Jay Delcamp attended the meeting with his wife, Julie Delcamp, and just wanted to introduce himself and stated he and his wife had moved back to the area. Julie Delcamp is a journalist with Yellowstone County News and is planning to attend the board meetings.

Bob Lile, a concerned customer, attended the meeting regarding the water situation, wanting to know why the District was out of water for a few weeks and suggested perhaps a bulk water container or bulk water hauler be available if bottled water is not available. Mr. Lile also asked if MT DEQ has ramifications for when the District does not provide bottled water. Mr. Lile was told that the District is still moving forward to get safe and adequate drinking water to the customers by putting in new wells and abandoning the current source of drain #2, and that there is an extreme shortage of bottled water due to all the fires, hurricanes, and covid, and that the District cannot currently get donations of bottled water due to this shortage and this is why the gallons of water are being distributed. Mr. Lile was also told that the District cannot provide water through bulk water due to concerns of customers using contaminated jugs/bottles which would then contaminate the bulk water.

Mr. Lile also asked why the meters are being estimated and when will the District start reading the meters again and will the bills be adjusted accordingly. Mr. Lile was told the meters were being estimated due to not having the software needed to read the meters, however the District has received the upgraded software and the meters will be read in September, 2021.

Correspondence: Sandy Kust stated she would like to attend training with MT American Water Association, which is online for 2 hours each Thursday in October, cost for this is \$35.00. Sandy will also attend the MT DEQ Fall Water Conference which will be October 26, 27, and 28 as she needs to get 20 hours of training to keep her certification. The MT DEQ class will be held both in person and online and Sandy will decide later as to which way she will attend, the cost for this is \$200/online and \$350/in person.

Bills: Total Bills for September 2021: \$114,559.67; Mr. Fredericks asked about the loan payoff and the hydrant repair. Mr. Krum stated the loan payoff in the amount of \$92,264.50 was part of the Letter of Conditions from USDA RD that this loan had to be paid off to show local contribution, the hydrant repair was for the repair in Trask Circle for the leaking hydrant and replacing concrete as well as fixing it correctly as no joints were put in originally as it was just concreted together and when the fire department flushed the hydrant it broke. Mr. Krum also stated the bill to the Project Merce was for

water the District is now having to purchase for the customers as have not been getting donations any more. Mr. Ewen said he is going to ask Denny Menholt to see if they would donate water.

Motion by Mr. Fredericks to pay the bills as presented, 2nd by Mr. Larson, motion carried unanimously; copy of bills is on record with the District files.

Operator/General Manager Reports: Sandy and Joey checked pumps, exercised valves, finding curb stops, drain the tank and check daily with Maguire Iron on the tank coating and painting. Sandy continues to work with Engineers, attorney, and funding agencies on the water project. Sandy stated the training that needs to be set up with the operators and the Fire Department for turning on and off hydrants the correct way has not been set up but will try and get something set up before the end of the year. Mr. Krum continues to work with Sandy on the water project as well as doing his normal office work. Mr. Krum informed the District that he and Sandy have received the new software to read the meters and they both attended the 4 hour training on how to operator the software and the 1st reading of the meters is complete and the meter will be read again around September 27th. Operator reports are on file with the District records;

The letter that is to be sent to all users in the District with the next billing to inform them of the website, how to access the website, and let them know of the information that can be found on the website and that it is updated monthly, has not been completed, Sandy and Mr. Krum will work on putting together a letter.

Reading meters/software problem: The meters are now being read and the software is working correctly, there are 16 registers that need to be changed and 3 new meters/registers to be added then all the meters should be working correctly. Sandy and Mr. Krum will meet with HP Schools to discuss their bill and possibly changing out the meter to a smaller size.

While attending the training on the new software the trainer stated that if the District would change out the old registers with new ones that the District would be able to see hourly readings for the month instead of just seeing the monthly reading, this way if someone has questions or wants to dispute their bill, we would be able to show them the reading on an hourly basis. Right now, the District only has a few of the new registers installed but will work on getting them changed out as needed.

Sandy brought up that she needs something to hold the ipad when reading the meters, Mr. Fredericks said the Verizon Wireless sells the truck mounts for these and to go and get one.

Bookkeepers Report: Mr. Krum stated the net income for August is: \$9,680.77; net income for the year: \$122,876.65; total in checking account: \$218,614.25; Mr. Krum stated the cost for the tank coating/painting will be approximately \$90,000, however this will be able to be paid with ARPA funds once they are received. Copy of the financial reports are on record with the District files.

Mr. Larson stated if and when the District puts the billing and accounting software into the cloud and decides to purchase a new computer that a laptop could be purchased with a docking station, this way Sandy and Dan could work in the office or at home and take the laptop with them. Mr. Fredericks stated that he has an extra flat screen monitor for the District as this would make Sandys work easier when working with spreadsheets. Mr. Fredericks also told Sandy that the GPS program should be a cloud based system so it can be accessed out in the field for curb stops and valves. Mr. Fredericks will review

GPS options with Sandy so that when a valve, curb stop, manhole, or fire hydrant is located we can GPS them immediately, which will be a great benefit when snow is on the ground.

Past Due Accounts: 2 past due properties will be put on the taxes for non payment, Dan Krum will send out the delinquent letters by September 15, 2021 for turn off on September 27, 2021; 6 customers paid their past due accounts; 13 customers will be sent turn off letters; Dan Krum and Sandy will work on 4 accounts that have had meters changed and accounts need to be adjusted;

Water Project/SRF/USDA RD/Competitive Grant/ARPA Funding/Well Easements/Owner Agreements: Sandy stated the PWS 6 is still being reviewed by MTDEQ. The attorney has completed the work on the easements and landowner agreements for the wells on the Oltrogge and Broadbent property, and the buy/sell agreement with the Ewen property, however at the time of this meeting Tim Broadbent called and said they will not go into an agreement with the District under an circumstances due to the advise of their attorney. The District will now have to find at least one of 2 more wells for this project to be complete and come off of the Administrative Order. Mr. Ewen stated another well could go on his property and he will also visit with Forrest Ewen about putting a well on his property. Crystal Bennett, Great West Engineering will prepare maps to show where the well sites could possibly go.

Sandy stated the signatures on the easement and land owner agreement on the Oltrogge well are completed and the buy/sell agreement is also completed and are on record with the District files. Sandy also stated the Site Title Opinion can now be started and presented to MTDEQ for approval.

Crystal Bennett, Great West Engineering, stated she is working on completing the subdivision review application on the Oltrogge site and will submit to DEQ as soon as completed as DEQ will not approve design until a subdivision review is completed Oltrogge site and a survey for the Ewen property. Crystal stated WBYC WSD is a high priority and hopefully DEQ will approve sooner than later.

Crystal Bennett has also prepared a memorandum for the District to provide the District with pertinent project information as well as identify action items that are needed for both Great West and and District. The memorandum includes Phase 1: Well Construction; Phase 2: Connect Wells to Distribution System; Phase 3: Railroad and Highway Crossing; Phase 4: Tank Coating, Transmission Main, and Water Line extension on Road 15; Phase 5: Distribution System Improvements and a Summary of Project Financing. The memorandum is on record with the District files.

Crystal stated the District should receive the letter committing the ARPA funding from both pot B and C sometime in October, 2021 and these funds should be able to be used immediately.

Drawdowns: Sandy presented drawdown #2, signatures are needed for Drawdown #2 of the construction project which will be reimbursed in September, 2021 total amount of drawdown is: \$51,231.34, which includes Engineering services in the amount of \$34,231.34, Bond Attorney services in the amount of \$17,000, and Attorney fees in the amount of \$1,795.50, motion by Mr. Fredericks to approve drawdown #2 in the amount of \$51,231.34, 2nd by Mr. Larson, motion carried unanimously; copy of approved drawdown #2 on record with the District files.

Sandy also reviewed the IRS Form 8038-G for the Water System Revenue Bond Anticipation Note, this form needs a signature of the Board President and then will be sent to the IRS.

ARPA Funding: Crystal stated both the ARPA competitive grant and ARPA HB632 grants have been awarded and stated the District should receive the letter committing the ARPA funding from both pot B in the amount of \$2,800,000 and pot C in the amount of \$2,000,000 sometime in October, 2021 and these funds should be able to be used immediately.

New Board Member: The District board continues to put the word out that 2 board positions are open and need to be filled, however as of this meeting, nobody has come forward with an interest in becoming a board member.

Additional Work on the Water Tower: Mr. Krum stated the additional work on the water tower would cost \$8,498 which includes taking down the cage around the ladder and replacing it with a cable to hook on to when climbing the tower as the cage is a safety concern is someone were to fall as they would get caught in the cage. This is also an OSHA requirement and had to be completed.

Next meeting will be September 11, 2021 @ 7pm

Meeting adjourned at 8:11pm